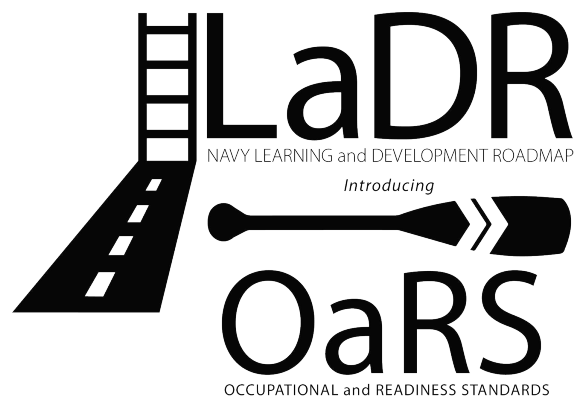


Operations Specialist (OS)

December 2021





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Operations Specialist community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Operations Specialist?

Operations Specialist roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Operations Specialist roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, OS School at Great Lakes, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



OS CAREER PATH (SW)



Operations Specialists (OS). OSs operate RADAR, navigation and communication equipment in the Combat Information Center (CIC) aboard ship. The air, surface, and subsurface tactical situations are plotted, observed, evaluated and communicated in CIC. No two OSs will have the same career pattern; however, on average, the successful OS will complete these career milestones in about the same sequence.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	OSCM	21.9 Yrs	CSEL, SEA Facilitator	36	4 th Shore Tour Billet: CSEL, Fleet Training Command, Admin/Operational Staff, Dept LCPO. Duty: CSEL, ATG, ATRC, CSCS, CSFTL/CSFTP, OS "A" School, AERR Qualification: ATS/MTS, Combat Systems Team Lead/Warfare Assessor, Training Liason Officer SEA, CDO
23-26	OSCM OSCS	21.9 Yrs 18.0	CSEL, DLCPO, STAFF	48	4 th Sea Tour Billet: CSEL, DLCPO, 3M, Staff CSEL, Admin/Operation Staff, DLCPO, Det LCPO Duty: AAMDS, CG, CVN, LHD, LHA, ESG, Staff (CSG/DESRON/NECC, NSW) Qualification: CSEL, TAO, ICO, CDCWO, CICWO
20-23	OSCM OSCS OSC	21.9 Yrs 18.0 14.5	CWO, CSEL, CMDCS	36	3 rd Shore Tour Billet: ECM/TECHAD, Admin/Operational Staff, LCPO. Duty: BUPERS, ATG, CSCS, Fleet Training Command. Qualification: MTS, ATS. CSEL, SEA, CDO/ACDO, ADWC, AAWC, SUWC, Warfare Coordinator
16-20	OSCS OSC OS1	18.0 Yrs 14.5 9.5	LDO, CWO, OCS, MECP, CSEL, RDC, Recruiting, Instructor, AAMDS	48	3 rd Sea Tour Billet: AICS, ASTACS, Dept/Div LCPO, CICWO, USTAC, CSSE, LCAC Oper, Admin/Operation Staff Duty: Ship, Craft Unit, CCSG, CVW Staff (CSG/DESRON/ESG) Qualification: CSEL, SEA, CICWO/CDCWO, Warfare Coordinator CSTT, Navigator, Craft Master, EKMS Manager, ICO



OS CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
12-16	OSC OS1	14.5 Yrs 9.5		36	2 nd Shore Tour Billet: LCPO/LPO. Duty: Fleet Training Command (ATG, ATRC, CSCS, CSFTL/CSFTP, A School), Admin/Operational Staff Recruiting, RDC, FACSAC, SSCPAC. Qualification: GCCS WO, ICO, FNS, MTS, ATS, SDO, CRICO, ADWC, AAWC, SUWC
8-12	OS1 OS2	9.5 Yrs 3.7		60	2 nd Sea Tour Billet: LPO, WCS, Air Controller, LCAC Navigator, Ship, Craft Unit, Staff (CSG/DESRON/ESG). Qualification: GCCS Oper./WO, COP ADV, TDC, LPO, Watch Sup, Watch Officer
4-8	OS2 OS3	3.7 Yrs 2.2	STA-21, OCS, MECF, RDC, Recruiting, Instructor	36	1 st Shore Tour Billet: Admin/Operational Staff Duty: Instructor, Recruiting, RDC FACSAC, SSCPAC, GAAC. Qualification: GCCS, TDC, ATS, MTS, MRICO, ASDO
1-4	OS3 OSSN	2.2 Yrs 1.1	STA-21, OCS, MECF, Naval Academy, NROTC	54	1 st Sea Tour Billet: Operator. Duty: Ship. Qualification: RADAR Oper, Track Sup, Watch Sup, GCCS Oper, TDC, SCAC, Shipping, Piloting, Air Controller
1+/-	OSSN OSSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. "A" School NOT required.
2. Tour at BUPERS 3 as an Enlisted Community Manager (ECM) are for high-performing E8s or E9s. It is a highly competitive tour requiring thorough understanding of the Rating and manning and manpower policies. ECMs handle multiple Ratings affecting tens of thousands of Sailors, adjudicate Career Waypoints applications, develop and present advancement quotas, school quotas, accession and strength policies and initiatives for community health. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position.
3. Tour at PERS as an "OS" Rating Detailer It is a highly competitive tour requiring thorough understanding of the Rating, manning and manpower policies. Special consideration should be taken if SCVM is fulfilling and has documented performance in this position.



OS CAREER PATH (SW)



4. Harbor Pilot, LCAC Navigator and Craftmaster is a special program that requires an arduous and extended training program to qualify, with billets that have increased responsibility.
5. Consideration should be given to sailors who have displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments. These assignments include but are not limited to Naval Special Warfare Command, NSW Groups, NSW Units, SEAL Teams, Boat Teams and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
 - Should be LPO or Work Center Supervisor
 - ESWS or any warfare devices available at current command
 - Should be qualified Piloting, Shipping, Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
 - Should be Qualified Warfare Coordinator (AAWC, ADWC, ASUWC)
 - **Advanced Qualifications (AICS, AIC, ASTAC, ICO, LCAC Navigator)
 - Should be Qualified CIC/CDC Team Member (ASW, BMD, LRTT, NSFS, RADNAV/Sea & Anchor Team, SAR)
 - Qualified Training Team Member with documented performance (ATTT, CSTT, DCTT, SNTT/STT, ITT, LCCTT)
 - Documented Command Collateral Duty performance (Watch Bill Coordinator, CFL, Career Counselor, DAPA, SAPR)
 - Documented FCPOA performance whether elected position or involvement Sailor 360 involvement
 - Documented Sailor 360 performance whether elected position or involvement
 - CICWO, ADWC/AAWC, SUWC Qualified
 - Assistance Watchbill Coordinator
2. Shore Assignments (all)
 - Training Commands (Afloat Training Group, AEGIS Training and Readiness Center, Center for Surface Combat Systems, Expeditionary Warfare Training Group, Navy Expeditionary Combat Command, Navy Education and Training Command)
 - Detailer
 - RDC (Should attain MTS at completion-all ranks)
 - Recruiter (should be LPO)
 - Training Teams (NFMT/CSCS/EWTG/NECC/NETC)
 - ATG (ATS/MTS completion)
 - Instructor Duty, Course Curriculum Model Manager (C2M2) or equivalent (Shall attain MTS qualification, if assigned to Afloat Training Group Command shall attain ATS qualification)
 - Documented FCPOA/Sailor 360 performance whether elected position or involvement
 - Documented Command Collateral Duty performance (ATS/MTS Coordinator, CFL, Career Counselor, DAPA, MWR, SAPR)
 - OOD (I/P) or Staff Duty Officer

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
 - Should be Div, Det or Dept LCPO
 - Should be qualified Piloting and Platform Specific Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
 - Should be qualified Platform Warfare Coordinator (AAWC, ADWC, ASUWC, FNS)
 - Should be qualified Command Training Team Leader (CSTT, ITT, LRTT, SNTT/STT, LCCTT) with documented performance



OS CAREER PATH (SW)



- Section leader, and other outside the normal scope (ie ATTWO)
- ESWS or any warfare devices available at current command
- Documented CPO/CPOA involvement whether elected official or involvement CPOA involvement
- Documented Command Collateral Duty performance (CFL, CMEO, CRT, DAPA, MWR, SAPR)
- Documented Sailor 360 involvement whether elected position or involvement
- Enlisted watchbill coordinator/Section Leader
- Senior Enlisted Section Leader (SESL) (CVN)

2. Shore Assignments (all)

- Detailer, Rating Specialist
- TYCOM or ISIC assignment (Force "OS"/AIC/DESRON ASTAC)
- Instructor Duty, Div LCPO of Instructors (should attain MTS)
- Fleet Area Control and Surveillance Facility (MRICO, ICO, OPAREA Scheduler)
- LCPO OS "A" School/"C" School
- RDC
- Training Teams (NFMT)
- ATG (CSTL)
- CDO Qualified
- Documented FCPOA/Sailor 360 performance whether elected position or involvement
- Documented Command Collateral Duty performance (ATS/MTS Coordinator, CFL, Career OOD (I/P) or Staff Duty Officer

Considerations for advancement from E8 to E9

1. Sea Assignments (all)

- Dept or Det LCPO/Senior Enlisted Advisor (Aegis Ashore/Staff)
- Should be qualified Platform Specific Watch Officer (BATTLE, BMD, CDC, CIC, TOP)
- Should be qualified Force or Platform Specific Warfare Coordinator (AAWC, ADWC, ASUWC, FNS)
- TAO, Section Leader, and other outside the normal scope (ie ATTWO).
- Qualified Air Controller (AIC, AICS, ASTAC, SENIOR ASTAC) with documented performance
- ESWS or any warfare devices available at current command
- Should be qualified CSTT/ITT/LRTT/SNTT/LCCTT Leader. Repair locker leader or other Damage Control organization involvement
- CPO/CPOA Leadership Position with documented impact
- SAILOR 360 Leadership Position with documented impact
- Documented Command Collateral Duty performance (Acting CMD/CSEL, CFL, CMEO, DAPA, MWR, SAPR)
- Battle Watch Captain with documented impact
- Enlisted Senior Watchbill Coordinator with documented performance

2. Shore Assignments (all)

- DLCPO/SEL at large training command
- Head Detailer/Special Programs/ECM Tech Ad
- Sailor 360 involvement
- ATG/NFMT
- TYCOM
- RDC
- CDO Qualified, or Staff Duty Officer



OS CAREER PATH SELECTED RESERVE (SELRES)



Operations Specialists operate RADAR, navigation and communication equipment in the Combat Information Center (CIC) aboard ship. The air, surface, and subsurface tactical situations are plotted, observed, evaluated and communicated in CIC. No two OSs will have the same career pattern; however, on average, the successful OS will complete these career milestones in about the same sequence.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	OSCM	20.1 Yrs	CMDCM	N/A	Billet: CMDCM, Unit SEL, Flag Staff SEL Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: N/A Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member.
23-26	OSCM OSCS	20.1 Yrs 18.4	CMDCM, CMDCS, SEA.	N/A	Billet: CMDCM, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CDO, JOC/TOC/Command Center Watch Officer. MOB: IA to a Joint Billet or NSW Support Billet. Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member or Recorder.
20-23	OSCM OSCS OSC	20.1 Yrs 18.4 14.0	CWO, CMDCM, CMDCS, SEA.	N/A	Billet: Department LCPO, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CRS Small Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEQ, DAPA, CFL). MOB: IA to a Joint Billet or NSW Support Billet. Strategic Support: National Navy Reserve Policy Board or Navy Reserve Policy Board Member. SELRES/FTS E7 & E8/E9 Selection Board Panel Member or Recorder.



OS CAREER PATH SELECTED RESERVE (SELRES)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
16-20	OSCS OSC OS1	18.4 Yrs 14.0 10.5	LDO, CWO, OCS, SEA, CMDCS, Canvasser Recruiting.	N/A	Billet: Department LCPO, Unit SEL. Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader , Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEO, DAPA, CFL). MOB: IA to a Joint Billet or NSW Support Billet. SELRES/FTS E7 Selection Board Panel Member or Recorder.
12-16	OSC OS1	14.0 Yrs 10.5		N/A	Billet: Division CPO Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff. Qualification: EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader , Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, Unit (CMEO, DAPA, CFL).
8-12	OS1 OS2	10.5 Yrs 4.7		N/A	Billet: Any Available (LPO, ALPO) Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: EXW, ESWS, CRS Small Boat Coxswain/Patrol Leader , Boat/Security Force, CDO, LCS I/P OOD, JOC/TOC/Command Center Watch Officer, LPO/ALPO, N-Code LPO/ALPO, Unit (CMEO, DAPA, CFL).
4-8	OS2 OS3	4.7 Yrs 3.7	STA-21, OCS, Canvasser Recruiting	N/A	Billet: Any Available (ALPO) Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: CRS Small Boat/Security Force, ACDO, LCS I/P POOW, JOC/TOC/Command Center Watch Supervisor
1-4	OS3 OSSN	3.7 Yrs 1.3	STA-21, OCS, NROTC	N/A	Billet: Any Available Duty: CRS, LCS, NSW, Echelon I, II, III or IV Staff Support Unit. Qualification: Specific to Unit's Mission.
1+/-	OSSN OSSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



OS CAREER PATH SELECTED RESERVE (SELRES)



Notes:

1. "A" School is not required for this rating.
2. This is not a compressed rating.
3. SELRES OS's should show diversity in billets throughout their careers and include Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and mobilizations in support Sea, Shore and Expeditionary Commands.
4. When able, SELRES Sailors should try to earn a Warfare qualification.
5. Rating NECs:

W14A- Harbor/Docking Pilot

W15A- AN/SYS-2 Integrated Automatic Detection and Tracking (IADT) Systems Operator

701B - LCAC Radar Operator/Navigator

W16A- W18A - Radar Air Controller - Controls/supervises control of aircraft in tactical operations. Operates/supervises operation of radar, NTDS, communications and associated equipment in the exercise of air control functions. Participates in search and rescue and aircraft emergency operations. Ensures correct positioning of aircraft in specified areas, air corridors and approach or departure tunnels.

W16A - Air Intercept Controller

W17A - Supervisory Air Intercept Controller

W18A - USW/SUW Tactical Air Controller (USTAC)

W19A - Sea Combat Air Controller (SCAC)

W20A - USW/SUW Tactical Air Control (USTAC) Leadership

702B - HARPOON (AN/SWG-1A) Engagement Planning Operator

W21A - Tactical/Mobile (TacMobile) Operations Control (OPCON) Operator

703B - Joint Tactical Ground Station (JTAGS)/Multi-Mission Mobile Processor (M3P) System Operator/Maintainer

704B- Ship Self Defense System (SSDS) MK1 Operator

705B- SSDS MK 2 Advanced Operator

W22A- AEGIS Console Operator Track 3

W23A- Multi-Tactical Digital Information Link Operator (TADIL)

W24A - Interface Control Officer (ICO)

706B - Global Command and Control System-Maritime (4.1) Increment 2 (GCCS-M 4.1 Inc 2) Operator

6. Career enhancing mobilizations should include LPO, department/division LCPO or comparable Joint Assignment.

7. For CPOs and SCPOs, Unit SEL, Department LCPO, Joint Staff assignments while in SELRES status are career enhancing as well as strong performance in challenging command-level collaterals and other qualifications that support command mission.

Consideration for advancement:

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Warfare qualified (based on opportunity/assignment/mobilization)
- FCPOA involvement/leadership
- Unit LPO or DLPO
- Command Collateral (e.g., CFL, Unit CCC, etc.)
- Community involvement



OS CAREER PATH SELECTED RESERVE (SELRES)



E8 Selection Board. Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 / CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL
- Command Collateral
- Community involvement

E9 Selection Board. Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360 / CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- Command Collateral
- Community involvement
- SEL
- Graduate of Senior Enlisted Academy or other Service Equivalent



OaRS
OCCUPATIONAL and READINESS STANDARDS

Operations Specialist Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44068

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AMPHIBIOUS WARFARE (AMW) OPERATIONS

Task Objective	** Supv Init	Date
Conduct amphibious vehicle control		
Conduct ship-to-shore movement communications		
Determine amphibious craft positions		
Identify H-hour late/early statuses		
Plot Amphibious Objective Area (AOA) information		
Plot amphibious vehicle positions		
Recommend amphibious vehicle avoiding course vectors		
Recommend vectors to meet H-hour		
Report Amphibious Objective Area (AOA) traffic		
Report H-hour late/early statuses		
Report ship-to-shore movements		
Report well-deck statuses		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMUNICATIONS

Task Objective	** Supv Init	Date
Authenticate tactical signals		
Configure Line of Sight (LOS) tactical networks		
Decode tactical signals		
Encode tactical signals		
Log external tactical communications		
Perform external communications (ship-to-ship, ship-to-shore, ship-to-air)		
Test Combat Information Center (CIC)/Combat Direction Center (CDC) communication systems		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

ELECTRONIC SYSTEMS OPERATIONS

Task Objective	** Supv Init	Date
Configure automatic tracking features		
Configure Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems for operations (watch, prosecution, weapons employment)		
Configure Identification Friend or Foe (IFF) equipment		
Configure informational display systems		
Configure navigation systems		
Configure network systems		
Configure radar repeaters		
Configure radar settings remotely		
Configure Tactical Display System (TDS)		
Coordinate data link operations		
Evaluate Automatic Identification Systems (AIS) information		
Evaluate radar performance		
Evaluate systems statuses (e.g., Tactical Display System (TDS), radar, Identification Friend or Foe (IFF), etc.)		
Initialize radar repeaters		
Input data into electronic charting systems (e.g., navigational, geographical, emergent, etc.)		
Perform link track correlations		
Process emergency signals		
Report Tactical Display System (TDS) interface issues		
Resolve identification conflicts		
Troubleshoot data links		
Verify Identification Friend or Foe (IFF) information		
Verify track identification information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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INTEGRATED AIR AND MISSILE DEFENSE (IAMD)

Task Objective	** Supv Init	Date
Analyze air contacts		
Analyze Air Defense (AD) intelligence data		
Analyze space or ballistic contacts		
Assess air contact priorities		
Assign symbology to air contacts		
Configure radar systems for Air Defense (AD) operations		
Determine air contact classifications (e.g., checkprints, hails/queries, warnings, etc.)		
Evaluate air contact information		
Maintain aeronautical charts and publications		
Recommend air contact classifications		
Recommend air contact priorities		
Relay air engagement Battle Damage Assessments (BDA)		
Relay aircraft status		
Report air contacts		
Report space or ballistic contacts		
Request illumination on targets		
Track air contacts		
Track space or ballistic contacts		
Update air contact information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NAVAL SURFACE FIRE SUPPORT (NSFS) OPERATIONS

Task Objective	** Supv Init	Date
Compute Time on Targets (TOT)		
Compute Time to Targets (TTT)		
Convert plotting units of measure (e.g., grid, polar, degrees, etc.)		
Plot targets (e.g., grid method, polar method, geodetic, etc.)		
Prepare Naval Surface Fire Support (NSFS) plots		
Report fire missions to control station		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NAVIGATION

Task Objective	** Supv Init	Date
Calculate basic maneuvering board solutions (e.g., avoidance courses, closest point of approach (CPA), course/speed, etc.)		
Calculate compensating and correcting courses and speeds		
Calculate Plan of Intended Movement (PIM)		
Calculate set and drift		
Compare radar scope presentations with charts		
Compute course and speed made good		
Compute magnetic variations		
Compute swing and drag circle radii		
Correlate lookout information with radar presentations		
Maintain chart inventories		
Plot anchorages		
Plot Dead Reckoning (DR) tracks		
Plot ship advances and transfers		
Plot ship positions (e.g., radar, Global Positioning System (GPS), visual, etc.)		
Plot ship positions during special evolutions (e.g., restricted waters, man overboard, straits transit, etc.)		
Plot ship tracks		
Plot swept channels		
Plot swing and drag circles		
Provide collision avoidance recommendations		
Recommend course corrections in support of tactical operations		
Report aids and hazards to navigation		
Report gyrocompass errors		
Validate charted depths		
Validate fix data		
Validate navigation plots		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SEARCH AND RESCUE (SAR) OPERATIONS

Task Objective	** Supv Init	Date
Calculate aerospace drift for water entry points		
Calculate datums		
Plot distress signals, bearings, and ranges		
Plot search areas for maritime Search and Rescue (SAR) operations		
Plot search patterns		
Provide man overboard information (e.g., bearing, distance, recovery options, etc.)		
Provide Search and Rescue (SAR) approaches for aircraft		

** Supv Init may be LPO or E5 or above designee

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SURFACE WARFARE (SUW) OPERATIONS

Task Objective	** Supv Init	Date
Analyze surface contacts		
Analyze Surface Warfare (SUW) intelligence data		
Assign symbology to surface contacts		
Classify surface contacts		
Configure radar systems for Surface Warfare (SUW) operations		
Evaluate surface contact information		
Plot surface contacts		
Plot Surface Warfare (SUW) engagements		
Provide intercept recommendations for surface contacts		
Recommend surface contact classifications		
Recommend surface contact priorities		
Report surface contacts		
Report surface engagement Battle Damage Assessments (BDA)		
Track surface contacts		
Update surface contact information		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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TACTICAL SUPPORT OPERATIONS

Task Objective	** Supv Init	Date
Plot Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) areas		
Plot Electronic Warfare (EW) information		
Plot environmental conditions (e.g., true wind, weather, sea temperature, etc.)		
Plot Mine Warfare (MIW) information		
Plot operational requirements (e.g., Operational Orders (OPORDS), Operational Plans (OPLAN), Operational Taskings (OPTASK), etc.)		
Report lookout (e.g., distress signals, whistles, bells, etc.)		
Test data links		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

TECHNICAL ADMINISTRATION

Task Objective	** Supv Init	Date
Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)		
Configure systems to Commanding Officer's (CO) battle orders		
Draft operational messages		
Input magnetic variations		
Inspect work areas, tools, and equipment		
Interpret Naval messages		
Inventory Communications Security Material System (CMS) classified materials		
Maintain Combat Information Center (CIC)/Combat Direction Center (CDC) watch logs		
Record magnetic variations		
Validate Casualty Reports (CASREP)		
Verify cryptographic keying materials are loaded		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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UNDERSEA WARFARE (USW) OPERATIONS

Task Objective	** Supv Init	Date
Compute Target Motion Analysis (TMA) solutions		
Plot Target Motion Analysis (TMA) data		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

WATCH TEAM OPERATIONS

Task Objective	** Supv Init	Date
Analyze equipment and system status data		
Analyze threat weapons data		
Collect equipment and system status data		
Configure Combat Information Center (CIC)/Combat Direction Center (CDC) for special evolutions		
Configure combat systems equipment		
Configure computer and peripheral systems		
Configure internal communications networks		
Configure operating mode of systems (training, normal operations)		
Disseminate tactical information		
Document equipment and system status data		
Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)		
Review Combat Information Center (CIC)/Combat Direction Center (CDC) doctrines		
Review tactical operations data (tactical data link)		
Set Emission Control (EMCON) conditions		
Transition Combat Information Center (CIC)/Combat Direction Center (CDC) between conditions of readiness		
Update plotting and status boards		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Operations Specialist Seaman Recruit to Seaman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Operations Specialist "A" school - Ready Relevant Learning; Accession Sailors "ONLY" ¹	Great Lakes, IL	U-OS-1000	46 days	
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator ¹	Dam Neck, VA; San Diego, CA	A-104-0015	5 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
OS A School School Modules ¹	Navy e-Learning	CSCS-OSA-500		
Radar Navigation Team Trainer ¹	CSCS Det (Various)	J-221-0344	2 days	
ASW Team Trainer Refresher ¹	CSCS Det (Various)	K-2E-1073	2 days	
Computer Aided Dead Reckoning Tracer (CADRT) Advanced Operator ¹	Dam Neck VA, San Diego CA	A-104-0015	5 days	
Sea Combat Air Controller (SCAC) (W19A) ¹	Norfolk VA, San Diego CA	A-221-0001	33 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (W21A) ¹	Jacksonville FL	C-101-4002	18 days	
Global Command and Control System-Maritime 4.X Operator (706B) ¹	San Diego, CA; Dam Neck, VA	A-221-0201	26 days	
Global Command and Control System - Maritime (GCCS-M) Common Operational Picture (COP) Functions (0342) ¹	Navy e-Learning	CSCS-GCCSM4-1.1		
Ship Self Defense System (SSDS) MK 1 Operator (704B) ¹	Virginia Beach, VA	A-150-0005	26 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (705B) ¹	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Global Command and Control System-Maritime 4.1 Group Level Operator (725B) ¹	Dam Neck VA, San Diego CA	A-221-0203	26 days	
LCAC Navigator Crew Training Course (701B) ¹	Little Creek, VA, Coronado, CA	K-193-0436	117 days	
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (702B) ¹	San Diego, CA; Dam Neck, VA	J-113-1001	26 days	
Joint Tactical Ground Station (JTAGS) (703B) ¹	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Track Data Coordinator (TDC) (W23A) ¹	Dam Neck VA, San Diego, CA	K-221-0124	33 days	
Introduction to Joint Multi-TDL Network (MTN) Operations JT101 ²	JKO	J30 P-US1380	20 hours	
Multi-TADIL Advanced Joint Interoperability (MAJIC) ARMY JT-102 ²	Fort Bragg, NC	A-201-0030	12 days	
Link 16 Planner (JT-201) ²	Fort Bragg, NC	A-102-0202	12 days	
Navigation Fundamentals ¹	SWOSCOLCOM (Various)	A-061-0200	2 weeks	
Air Direction Controller (ADC)	Norfolk, VA, San Diego, CA	J-221-0319	5 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W22A - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) ¹				
W19A - Sea Combat Air Controller (SCAC) ¹	Norfolk VA, San Diego CA	A-221-0001	33 days	
W21A - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) ¹	Jacksonville FL	C-101-4002	18 days	
706B - Global Command and Control System-Maritime 4.1 Force/Unit Level Operator ¹	San Diego CA, Dam Neck VA	A-221-0201	29 days	
704B - Ship Self Defense System (SSDS) MK 1 Operator ¹	Virginia Beach, VA	A-150-0005	26 days	
705B - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course ¹	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
725B - Global Command and Control System-Maritime 4.1 Group Level Operator ¹	Dam Neck VA, San Diego CA	A-221-0203	26 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

Reserve Operations Specialist (OS) may have additional training requirements pre-mobilization, theater dependent.

RECOMMENDED BILLET ASSIGNMENTS

Operator, Ship.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Personnel Qualification Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
319 Remote Radar Operator (REMRO)		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43555-6: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME GROUP LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
NAVEDTRA 43490-F: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
321 Sea Combat Air Controller (SCAC)		
NAVEDTRA 43398-26: BL 9A AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
313 Remote Radar Operator (REMRO)		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
NAVEDTRA 43309-1B: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43398-27A: AEGIS WEAPON SYSTEM CIC OPERATIONS FOR BASELINE 9.C		
301 CIC Log Keeper		
302 Display Console Operator		
303 External Voice Communications Operator		
304 Surface Detector Tracker		
305 Surface/Subsurface Warfare Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the OS-Operations Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the OS-Operations Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Computer Operator	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the OS-Operations Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Operations Specialist, Volume 1	MNP/PQS/NRTC	NAVEDTRA 14308B		

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Communication Instructions Radiotelephone Procedures <i>ACP 125(F)</i>	
Allied Maritime Tactical Instructions And Procedures <i>ATP 1(E), Volume 1 (Change 2)</i>	
Allied Maritime Tactical Signal And Maneuvering Book <i>ATP 1(F) Volume II</i>	
Allied Antisubmarine Warfare Manual <i>ATP 28(C)</i>	
Navigation Rules and Regulations Handbook <i>by Navigation Rules and Regulations Handbook</i>	
Operations Specialist 3 <i>NAVEDTRA 14204</i>	
Operations Specialist, Volume I <i>NAVEDTRA 14308A</i>	
Radar Navigation And Maneuvering Board Manual <i>NIMA PUB 1310 SEVENTH ED</i>	
Surface Ship Passive Localization And Target Motion Analysis (U) <i>NTTP 3-21.36</i>	
Surface Ship Antisurface Warfare Tactics <i>NWP 3-20.3</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	
Department of the Navy Information Security Program <i>SECNAV M-5510.36</i>	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 <i>ADATP-33(A)</i>	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
Allied Naval Gunfire Support <i>ATP 4(F)</i>	
Doctrine for Amphibious Operations <i>ATP-8(C), Volume I</i>	
Tactics, Techniques and Procedures for Amphibious Operations <i>ATP-8 (C), Volume II</i>	
EKMS Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3 <i>EKMS 1B (With Admendment-8)</i>	
GCCS-M 4.0 Handbook Operator Build 4.0.2.0 P10 <i>GCCS-M 4.0</i>	
Dutton's Nautical Navigation <i>ISBN: 1-55750-248-X</i>	
Understanding Link 11 <i>Link 11</i>	
Lookout Training Handbook <i>NAVEDTRA 12968</i>	
Operations Specialist 2 <i>NAVEDTRA 14203</i>	
CTF 80 Navy Wide Optask COP <i>Navy Wide Optask COP</i>	
Bowditch, American Practical Navigator, NIMA NVPUB9 <i>by NIMA PUB NO. 9</i>	
The Naval Warfare Library <i>NTRP 1-01</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
Fleet Air Defense <i>NWP 3-01.01</i>	
Surface Ship Gunnery <i>NWP 3-20.32</i>	
Navy Warfare Publication Composite Warfare Doctrine <i>NWP 3-56</i>	
Preparing, Maintaining and Submitting The Ship's Deck Log <i>OPNAVINST 3100.7C</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Operations Specialist Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR OS

Recommended Associates' degrees for the Seaman
Networking & Security Management
Science Mathematics and Technology concentration
Computer Information Systems
General Studies
Industrial Management Technology
Supervisory Leadership
Computer Studies

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR OS

Recommended Bachelors/Masters degrees for the Seaman
Computer Studies
Human Services
Psychology or Social Science
Public Administration

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

	Florida Community College NCPDLP ROADMAP	
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A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795 **FAX: 904-632-5073**
Email: military@fccj.edu

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2